

# EEO Utilization Report

## Organization Information

Name: Yakima County Juvenile Court CASA Program

City: Yakima

State: WA

Zip: 98902

Type: County/Municipal Court

## Step 1: Introductory Information

### **Policy Statement:**

The Board of Yakima County Commissioners has adopted Policy No HR-003, Yakima County Non-Discrimination and Anti-Harassment Policy, to actively promote its commitment to nondiscrimination and equal opportunity. The purpose of this policy is to provide guidelines to elected officials, county employees and members of the public to help ensure equal access to County services and employment opportunities regardless of a persons age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute. Additionally, the policy provides guidelines for identifying, reporting and resolving claims of discrimination or related retaliation.

Following File has been uploaded:HR 003 Non-Discrimination and Anti-Harassment Policy 08-16.pdf

## **Step 4b: Narrative of Interpretation**

Yakima County reviewed the Utilization Analysis (comparing the workforce of the Yakima County Juvenile Court to the relevant labor market), and noted the following:

Given the small numbers in the job categories Officials/Administrators (3), Professionals (26), Technician (0), Administrative Support (6), Skilled Craft (0), and Service/Maintenance (1), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy to address:

1. Protective Services: Non-sworn there is a significant underutilization of White Males (-18%), Asian Males (-17%) and White Females (-36%).

In keeping with the Yakima County Juvenile Courts commitment to having a workforce that reflects the community it serves; Yakima County Juvenile Court will examine its recruitment and retention practices to see if there may be ways to attract more White and Asian Males and White Females in Non-Sworn Protective Service positions.

## **Step 5: Objectives and Steps**

### **1. Identify any barriers in recruitment that might deter White or Asian Males and White Females from positions in Juvenile Court.**

- a. Yakima County will arrange to meet with recruits to find out how White and Asian Males and White Females learned about the opportunity to become an employee with Yakima County Juvenile Court. Yakima County will also inquire as to whether anything in the recruitment or training process might be changed to encourage more White and Asian Males and White females to become employees of Yakima County Juvenile Court. Based on their feedback, Yakima County will reexamine its outreach and training efforts and develop a revised outreach program within twelve months, prior to the next recruitment cycle.
- b. Building on Yakima Countys already established policy to conduct exit interviews with all employees who voluntarily leave Yakima County, Yakima County will review the comments from all White and Asian Males and White Females who voluntarily left the Yakima County Juvenile Court in the last twelve months and who had three years of service or less. Based on this research, Yakima County will review how its employment policies may affect the recruitment and retention of White and Asian Males and White Females.

### **2. Target White and Asian Males and White Females in Juvenile Court recruitment campaigns for non-sworn positions.**

- a. Yakima County will enhance outreach efforts that target White and Asian Males and White Females in recruitment.

## **Step 6: Internal Dissemination**

1. Yakima County Juvenile Court will distribute a hard copy of the EEOP Utilization Report for Yakima County Juvenile Court to all employees in a supervisory capacity at the Yakima County Juvenile Court.
2. Yakima County Juvenile Court will send an e-mail to all Yakima County Juvenile Court employees, to let them know that a copy of the EEOP Utilization Report for Yakima County Juvenile Court is available upon request.
3. Yakima County Human Resources will post a PDF file of the EEOP Utilization Report for Yakima County Juvenile Court on its website on YCShare, the internal, electronic communication system for the County that only employees can access;
4. Yakima County Juvenile Court will post information on Juvenile Courts bulletin boards in employee break areas about how to obtain a copy of the EEOP Utilization Report for Yakima County Juvenile Court;

## **Step 7: External Dissemination**

1. Yakima County Human Resources will post a copy of the EEOP Utilization Report for Yakima County Juvenile Court on its public website; and,
2. Yakima County Human Resources will include on all job announcements for Yakima County Juvenile Court positions

that applicants may obtain a copy of the Yakima County Juvenile Courts Office EEOP Utilization Report on request.

3. Yakima County Juvenile Court will notify applicants, vendors, and contractors in writing that it has developed an EEOP Utilization Report for Yakima County Juvenile Court and that it is available on request for review.

**Utilization Analysis Chart**  
**Relevant Labor Market: Yakima County, Washington**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,530/53 %	815/10%	0/0%	140/2%	20/0%	0/0%	100/1%	20/0%	2,255/27 %	445/5%	20/0%	95/1%	30/0%	0/0%	30/0%	0/0%
Utilization #/%	13%	-10%	0%	-2%	-0%	0%	-1%	-0%	7%	-5%	-0%	-1%	-0%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	2/8%	4/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/38%	5/19%	2/8%	3/12%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,225/33 %	990/8%	30/0%	90/1%	95/1%	0/0%	60/0%	50/0%	5,410/43 %	1,270/10 %	40/0%	70/1%	95/1%	0/0%	185/1%	25/0%
Utilization #/%	-26%	8%	-0%	-1%	-1%	0%	-0%	-0%	-4%	9%	7%	11%	-1%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	640/29%	75/3%	0/0%	10/0%	20/1%	0/0%	0/0%	0/0%	880/40%	375/17%	10/0%	90/4%	0/0%	0/0%	110/5%	0/0%
Utilization #/%																
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	950/62%	235/15%	45/3%	40/3%	0/0%	0/0%	10/1%	0/0%	145/10%	100/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	9/24%	10/26%	2/5%	0/0%	0/0%	0/0%	3/8%	0/0%	2/5%	11/29%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
Civilian Labor Force #/%	10/42%	0/0%	0/0%	0/0%	4/17%	0/0%	0/0%	0/0%	10/42%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-18%	26%	5%	0%	-17%	0%	8%	0%	-36%	29%	0%	0%	0%	0%	3%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,120/23 %	2,405/11 %	85/0%	25/0%	60/0%	15/0%	110/0%	60/0%	9,770/43 %	4,030/18 %	40/0%	465/2%	155/1%	30/0%	125/1%	35/0%
Utilization #/%	-23%	-11%	-0%	-0%	-0%	-0%	-0%	-0%	-10%	49%	-0%	-2%	-1%	-0%	-1%	-0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,925/60 %	1,705/26 %	0/0%	255/4%	20/0%	0/0%	110/2%	55/1%	295/5%	115/2%	0/0%	45/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,285/20 %	14,885/36 %	195/0%	615/1%	155/0%	25/0%	255/1%	70/0%	6,725/16 %	9,000/22 %	105/0%	375/1%	230/1%	15/0%	184/0%	55/0%
Utilization #/%	80%	-36%	-0%	-1%	-0%	-0%	-1%	-0%	-16%	-22%	-0%	-1%	-1%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Non-sworn	✓				✓				✓							

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Judith Kendall

HR Senior Manager

09-05-2018

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